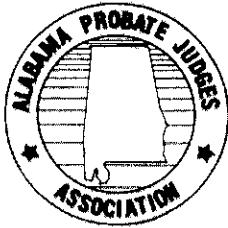


ALEA/Commitment

Heather Davis
CJIS Services Division
ALEA



Probate Judge Conference
March 3-6, 2019
Prattville, Alabama



INVOLUNTARY COMMITMENTS, FIREARMS, AND ARMED

Alabama Law Enforcement Agency



- This law was originally passed in 2004 (2004-641) and was amended in 2013 (2013-290) and 2015 (2015-341). This law is retroactive to January 1, 2013.
- Requires any involuntary commitment to be sent to the Alabama Law Enforcement Agency (ALEA), who then enters the commitment into the National Instant Criminal Background Check System (NICS).
- Probate Offices who have not been submitting will need to submit all involuntary commitments to ALEA dating back to January 1, 2013, starting with the most recent.



Alabama
Report
INPATIENT
INVOLUNTARY
COMMITTMENT
(ARTIC)

- ALEA intends to only accept ARTIC submissions starting March 1, 2019.
- A zero report will be added to ARTIC. A zero report should be sent to ALEA if your Probate Office has not had a Inpatient Involuntary Commitment for that month.
- Currently have 5 Probate Offices using ARTIC.



NICS POINT
PERMIT
CHECKS AND
INVOLUNTARY
COMMITTMENT

- National Instant Background Check Systems (NICS)
- April 2016 - Alabama went from being a Non-Point of Contact State to an Alternate Point of Contact State.
- Federal Firearm Licensees may now use a pistol permit in lieu of a NICS Check.
- Federal Prohibitor 922(g)(4)



HAS BEEN INVOLUNTARILY COMMITTED TO ANY MENTAL INSTITUTION

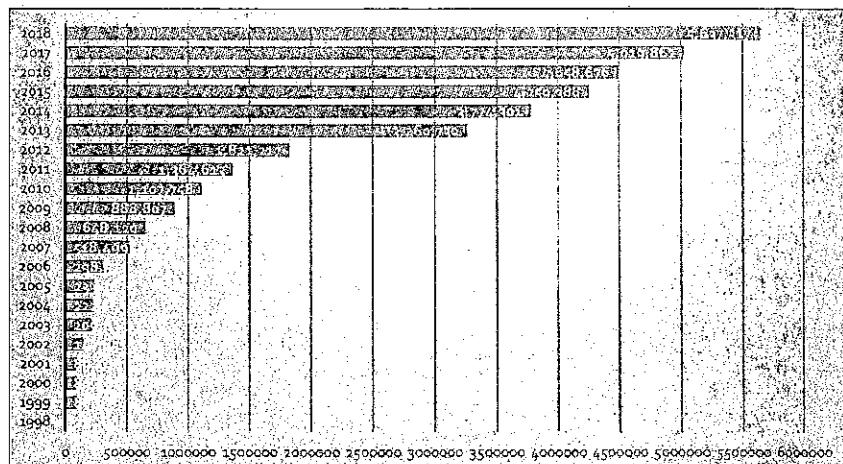
This does NOT include:

- Voluntarily seeking treatment
- Voluntary commitments
- Commitment for evaluation or observation

**** However, if a court, board, commission, or other lawful authority has made a diagnosis based on the observation or evaluation, and documentation supports the findings, then these terms may qualify.**



November 30, 1998 – November 30, 2018



ARTIC OVERVIEW

ALACOP

[Request an account](#)

Username

Password

[Forgot Password?](#) [Change Password](#)

[Login](#)

Warning

This site is intended strictly for official law enforcement and criminal justice use only. It is a violation of Alabama State law to attempt to enter this site without possessing the appropriate credentials. All transactions are monitored and logged.

Contact Us

Alabama Law Enforcement Agency
Support Center
201 South Union Street Suite 300
Montgomery, AL 36130
Phone: 334.392.8925
Fax: 334.517.2740



ARTIC can be accessed through <https://artic.alacop.gov/court>

Denial Request Form

The screenshot shows the Denial Request Form interface with four main panels:

- Home:** Displays navigation links: DASHBOARD, REQUEST A DENIAL, REQUEST A REMOVAL, and SEARCH RECORDS.
- REQUEST A DENIAL:** Subtitle: NEW INVOLUNTARY COMMITMENT DENIAL REQUEST. Fields include:
 - Name of Denying Court/Deny: CAPS Developers
 - Date Court ORI Issued: April 05, 2019
 - Date Denial Issued: April 05, 1997
 - Address: 123 Main Street, Anytown, USA
 - City: Anytown
 - State: All
 - Zip: 12345
 - Fax Number: (555) 123-4567
 - Phone Number: (555) 123-4567
- REQUEST A REMOVAL:** Subtitle: INVOLUNTARY COMMITMENT PFR/SCN INFORMATION. Fields include:
 - * Enter Driver's License number or Social Security Number: 123-45-6789
 - Driver's License / State ID: (dropdown menu)
 - Social Security Number: (dropdown menu)
 - Comments: (text area)
- SEARCH RECORDS:** Subtitle: AUTHORIZATION. Fields include:
 - This request is authorized under the following state and/or federal criteria:
 - State or Federal Document to be used: Drivers License and SSN not available
 - Key for your file: (dropdown menu)
 - Maximum file size: 5 MB
 - Choose File: (file input field)

1. The name of the Denying Court and Denying Court ORI are automatically populated.
2. A valid Driver's License or SSN is required for the auto population of personal information fields.
3. All required fields will be designated with a red asterisk.
4. The clerk will then have to select "Submit" once the form has been completed.

Example of Error Messages for invalid Driver's Licenses or SSN

The screenshot displays two separate error messages from a software application, likely a web-based system for managing driver's license and social security number records.

Top Window (Left): IN VOLUNTARY COMMITMENT PER SON INFORMATION

- Fields:** Drivers License / State ID: 12334444; Comments: (empty).
- Message:** * Enter Drivers License number or Social Security Number to autopopulate fields.
- Buttons:** REQUEST A DENIAL, REQUEST A REMOVAL, SEARCH RECORDS, Reset, Choose Files.

Bottom Window (Right): IN VOLUNTARY COMMITMENT PER SON INFORMATION

- Fields:** Drivers License / State ID: 234-44-4444; Comments: (empty).
- Message:** * Enter Drivers license number or Social Security Number to autopopulate fields.
- Buttons:** REQUEST A DENIAL, REQUEST A REMOVAL, SEARCH RECORDS, Reset, Choose Files.

Common Error Details:

- Signed Court Order Document:** Drivers License and SSN not available
- Comments:** * Unable to find person matching the Drivers License. Please Check Drivers License and try again.
- File Upload Instructions:**
 - To select multiple documents for upload, click "Choose Files", and hold down the control key as you click.
 - Maximum file upload size: 4 MB
- Buttons:** Choose Files

1. The Reset button can be used to clear the Persons Information fields.
2. Driver's License and SSN fields will only accept numeric entries.
3. The Driver's License field has a maximum of 8 characters.

Dashboard Listings



Will Carnes

REJECTED RECORDS

SHOW 10 ▶ ENTRIES SHOWING 1 TO 1 OF 1 ENTRIES

HISTORY	STATUS	NAME	GENDER	DOB	SSN	LAST MODIFIED	ISSUED ON
►	Rejected	Chris Lee Crockett JR	Male	May 16, 1990	56carnes	May 16, 2016 03:33 PM	Mar 10, 2016 07:52 AM

SUBMITTED RECORDS

SHOW 10 ▶ ENTRIES SHOWING 1 TO 2 OF 2 ENTRIES

HISTORY	STATUS	NAME	GENDER	DOB	SSN	LAST MODIFIED	ISSUED ON
►	Submitted	Gary	Male	May 17, 2016 02:45 PM	56carnes	May 17, 2016 02:45 PM	May 17, 2016
►	Submitted	Howard Taylor Givings JR	Male	Mar 20, 1931	56carnes	May 17, 2016 09:15 AM	May 17, 2016

1. After successfully submitting a record, the Clerk will be returned to the Dashboard.
2. The record submitted will appear in the Submitted Records List.
3. The Clerk may choose to view the record but it cannot be modified.

Denial Request Edit Screen

The screenshot shows a software interface for managing denial requests. It features two main panels: "ISSUING COURT INFO" and "INVOLUNTARY COMMITMENT PERSON INFORMATION".

ISSUING COURT INFO:

- Name of Denying Court/Off: Denying Court Off
- Date: 06/23/2019
- City: Greenville, AL
- Address: 123 Main Street, Greenville, AL 36034
- Phone Number: (334) 545-1234
- Fax Number: (334) 545-1234
- Comments: Please enter Last Name, Birth Date and Gender

INVOLUNTARY COMMITMENT PERSON INFORMATION:

- Social Security Number: (Field circled)
- First Name: Gary
- Middle Name: (Field circled)
- Last Name: Anderson (Field circled)
- Suffix: (Field circled)
- Birth Place: Greenville, AL (Field circled)
- Birth Date: 08/04/1987 (Field circled)
- Height: 5' 8" (Field circled)
- Weight: 165 lbs (Field circled)
- Race: (Field circled)
- Hair Color: (Field circled)
- Eye Color: (Field circled)
- Comments: * Enter Drivers License number or Social Security Number to auto populate fields

At the bottom right, there are "SAVE/RE-SUBMIT" and "CANCEL" buttons.

1. Upon entering the Denial Request Edit Screen, the Clerk is given the Rejection reason at the top of the page.
2. The Clerk will then be able to make the appropriate changes and select "Save/Resubmit" to resubmit the request.

Dashboard for Accepted Records



Dashboard for Accepted Records

Submissions

Accepted Records

Rejected Records

Request a Removal

Search Records

Submitted Records

Showing 1 to 1 of 1 entries

History	Status	Name	Gender	Dob	Ssn	Last Modified	Issued On
> Accepted	Accepted	Howard Wayne Georges Jr	Male	Mar 20, 1921		May 17, 2016 09:15 AM	May 17, 2016 09:15 AM

Accepted Records

Showing 1 to 4 of 4 entries

History	Status	Name	Gender	Dob	Ssn	Last Modified	Issued On
> Accepted	Accepted	Gary Anderson	Male	Aug 04, 1987		May 8, 2016 09:44 AM	May 17, 2016 09:44 AM
> Rejected	Rejected	Shane J. Little	Male	Jan 23, 1990		May 13, 2016 02:12 PM	May 13, 2016 02:12 PM
> Accepted	Accepted	Shane J. Little	Male	Jan 23, 1990		May 13, 2016 10:02 AM	May 13, 2016 10:02 AM

- Once the record has been approved by ALEA, the record will appear on the Probate Clerk's Accepted Records List.
- This record can be able to be viewed but not modified.

Removal Request Continued

This request is authorized under the following state and/or federal criteria

Please check one of the following:

- An involuntary commitment for treatment has been issued by the court for this individual, in accordance with Code of Arizona 1973, § 37-5210.3(f).
- This individual has been designated as a Mental Patient by the court for treatment, confinement, or control for 180 days, in accordance with Title 18, U.S.C. § 2221(a)(4).

Relief Disabilities Question

Request Disables Client From Making Requests?
Yes No

Other Options:
From Other Sources
From Clerks Office

REMOVE FROM INVOLUNTARY COMMITMENT **CANCEL**

1. The Probate Clerk can request a commitment to be removed from the Dashboard by selecting “Request a Removal”. The Removal Request will have to be completed and the Clerk will need to select “Remove From Involuntary Commitment” to submit the request.

Search Records from Dashboard

The screenshot shows the Kartic software interface with the following components:

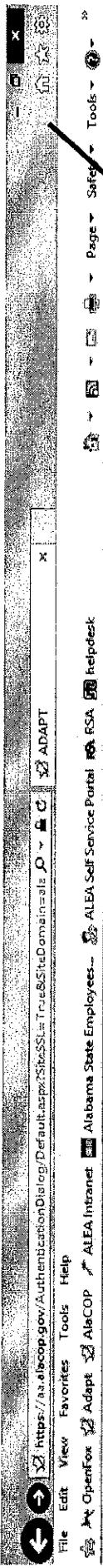
- Top Bar:** Includes a user profile icon (@ Will Carnes), a search bar, and navigation links for Home, Dashboard, and Search Records.
- Left Sidebar:** Displays a "SEARCH RECORDS" section with dropdown menus for Status of Record (Accepted, Pending, Rejected) and Sort Order (Last Name, First Name, Middle Name).
- Search Form:** A large form containing fields for SSN, First Name, Middle Name, Last Name, Date of Birth, Name of Dealing Counterparty, Gender, Height, Weight, Race, Eye Color, and Start Date for Created Date. There are also checkboxes for Show Details and Show History.
- Buttons:** A "CLEAR" button at the bottom of the search form and a "SUBMIT" button at the bottom right.
- Record Search Results:** A table titled "RECORD SEARCH RESULTS" showing two entries. The columns are HISTORY, STATUS, NAME, GENDER, DOB, SSN, LAST MODIFIED, and ISSUED. The entries are:

HISTORY	STATUS	NAME	GENDER	DOB	SSN	LAST MODIFIED	ISSUED
> Accepted	Accepted	Rich W. Hought	Male	Mar 01, 1954	432-55-2437	Dec 17, 2015 02:12 PM	Dec 16, 2015
> Accepted	Accepted	Nicole K. Gossoms	Female	Jan 01, 1984	232-34-4758	Dec 17, 2015 15:23 AM	Dec 16, 2015
- Export Options:** Buttons for "EXPORT TO EXCEL" and "PRINT" are located above the results table.

1. The Clerk will be able to select “Status of Record” that they wish to search.
2. The results of the search are listed under the “Record Search Results”.
3. All results can be converted to an Excel Spreadsheet by selecting “Export to Excel”.

Creating a Username and Password

A  C O P



Request an account!

Warning

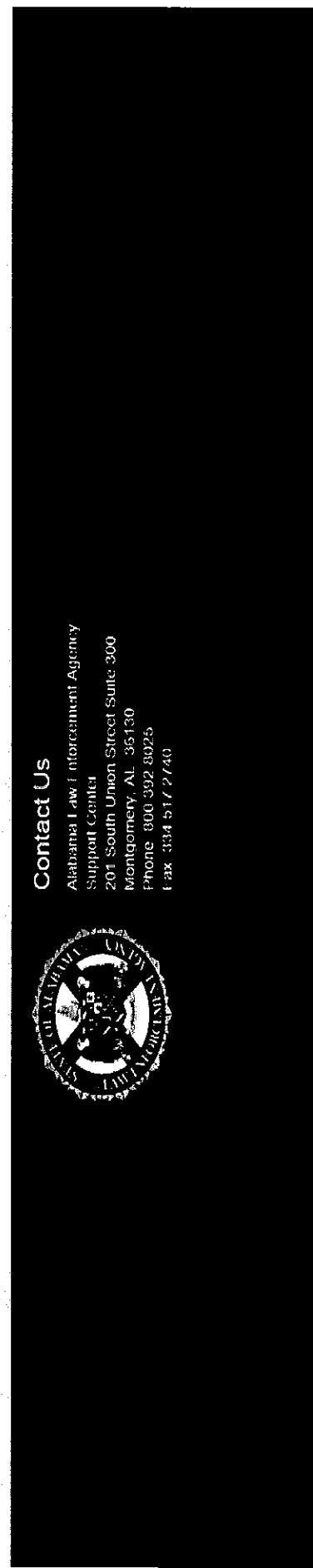
This site is intended strictly for official law enforcement and criminal justice use only. It is a violation of Alabama State law to attempt to enter this site without possessing the appropriate credentials. All transactions are monitored and logged.

Username

Password

Forgot Password? Change Password

Login



1. Enter www.alacop.gov into the address bar.
2. Click on “Request an Account”.

https://alacop.gov/Registration/NewUser

File Edit View Favorites Took Help
 OpenFox Adept Alacop ALEA Internet Alabama State Employees... ALEA Self Service Portal RSA Helpdesk

Register HCD

User Registration Wizard Step 1 of 6

1 Security Agreement
About Personal / Organization Address

2
3
4 Contact
5 Photo Upload
6 Password

Security Agreement

The entire agreement must be read, and you must check 'I Agree' before continuing.

NOTE: You must scroll to the bottom of the agreement in order to continue

By entering this site and/or submitting the completed registration form, you:

1. Agree that you believe your job duties with your agency / employer qualify you to be granted access to the AQJC system.
2. Agree that AQJC or a representative of AQJC, may contact your employer to verify all information provided, as well as use any and all other investigative means at the State's disposal to verify your identity and eligibility for access.
3. Agree that, if granted access, you will be bound by all terms and conditions related to privacy and security as outlined below.

I Agree With The Above

Continue 

4. Check the box "I Agree With The Above".
5. Enter your information for Steps 2 – 6.
6. Once you have completed the all the required steps, email Heather Davis, at heather.davis@alea.gov, to set up the privileges for your ARTIC account.